

TUESDAY  
JULY, 1997  
**22**

| JUNE 1997 |    |    |    |    |    |    | JULY 1997 |    |    |    |    |    |    | AUGUST 1997 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  | S           | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  | 8         | 9  | 10 | 11 | 12 | 13 | 14 | 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 | 16        | 17 | 18 | 19 | 20 | 21 | 22 | 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 | 23        | 24 | 25 | 26 | 27 | 28 | 29 | 30          | 31 |    |    |    |    |    |

TO BE DONE TODAY (ACTION LIST)

- 1 Ramp up plan
- 2 DEAS application
- 3 Laundry
- 4 EDI write up
- 5 Dental appt
- 6 Minnesota visit
- 7 EFT/EDI write up
- 8 Gowen, Albany tour
- 9 Free flyer tickets
- 10 JTB bid
- ✓ DR LOCKBOX
- ✓ List to Patti Grauman
- 13 Travel Minnesota
- 14 Paycheck Contract
- 15 NCSEA TICKETS
- 16 MassMailers write up
- 17 Fall in Lockheed Fed Sys
- 18 SDIS Group

PHONE CALLS

- X Kondal
- Dick Prater
- Ed Ray (Kraut)
- X Keising (BT)
- X Lynn Delaney
- X CHRYSTY NEWS
- Karen Canan
- X Karen Hill
- X Tom Danabe (Paycheck)

APPOINTMENTS & SCHEDULED EVENTS

| TIME | NAME • PLACE • SUBJECT |
|------|------------------------|
| 7    | ✓ USC                  |
| 8    |                        |
| 9    |                        |
| 10   |                        |
| 11   |                        |
| 12   |                        |
| 1    | Conf. Call Paycheck    |
| 2    |                        |
| 3    | Cathlyn Delaney        |
| 4    |                        |
| 5    |                        |
| 6    |                        |
| 7    |                        |
| 8    |                        |
| 9    |                        |
| 10   |                        |

EXPENSE & REIMBURSEMENT RECORD

BankBoston  
X Mass Mailers

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